

**Town of Berlin Public Works Board
108 Shed Road
Berlin, VT 05602
(802)223-4405 x304**

Commissioners

Rob Allen / Ted Long / David Sawyer / Eric Chase

**December 14, 2020
Approved Minutes**

In light of COVID-19 directives, meeting was held via video conference

**Commissioners Present: Rob Allen (RA) Chair, Ted Long (TL), David Sawyer (DS)
Absent: Eric Chase (EC)**

Others Present: Robert Clark (RC), Ron Mercier (RM), Diane Isabelle (DI), David Delcore (DD) and Thomas Badowski (TB).

Meeting called to order at 7:00 PM

RA thanked participants for attending the video conference.

Public Comment

None

Staff Reports

PTN Sewer Improvement Project Schedule

RC gave an update on PTN. Dubois Construction has flushed and vacuumed all gravity lines prior to the Chamber station coming on-line. Service lines are being installed. Shaw's line has been connected as of December 14. Honda has agreed to connect now and have their lot paved in the spring. RM to receive training on Chambers station December 15. RC, DI and TB met with USDA and plan to close the interim financing loan in January. Early closure will result in a reduced USDA interest rate from 2.75% to 1.75% saving nearly \$12K annually on the 30 year note. Discussion on decommission of Shaw's was had. Its generator to be moved to water tank in the spring. RM wants to save various valves, switch gear etc. Decommission to be completed by December 2020.

Monthly Utility Usage

November 2020 Water had 994,062 gallons produced and Wastewater had 4,146,800 gallons sent for treatment. Water is -14% from November 2019, Wastewater is -27% from November 2019. TB speculated that summer drought and reduced infiltration may be why Wastewater is down.

Fisher Road Culvert

RC states soils test borings are completed and he anticipates initial replacement cost estimate for December 21 Selectboard meeting.

Various Sewer Improvement Projects

TB identified four potential projects:

- Asset Management Plan Including Line Surveys
- Crosstown Road Neighborhood Project
- Evaluation of Route 302 Main Station
- Gravity Sewer Line from Chamber to Montpelier

Water/Wastewater Combined Checking Accounts

DI spoke of her conversation with current auditor Mike Segale on combining Water and Wastewater checking accounts. Segale recommends combining as it would save staff time by reducing the number of reconciliations, cost of carrying and securing two check stocks and ease of fund advancements between divisions, if needed. There was a general discussion of the combining of accounts with DI assuring that general accepted accounting principles will be used to assure the continued segregation of funds between divisions. TL moved and DS second a Motion to combine checking accounts, effective January 1, 2021. Motion passed unanimously.

Promissory Note

TB distributed in advance a draft of a Rob Halpert Promissory Note template. TB recommends the Wastewater Division replace two Promissory notes, totaling \$141,578, the Water Division has with Selectboard. DI stated that the two existing Promissory notes have 2021 call dates. TB suggests a \$1,500 per month Water Division repayment, effective January 2021.

TL moved and DS second a Motion to approve the retiring of the Selectboard held Promissory Notes in favor of a Promissory Note between the Wastewater and Water Divisions. After a brief discussion, Motion Passed unanimously.

Receivables Write Down

TB recommends moving selected past due wastewater customers to collections. After discussion, DI was instructed to review and recommend collection company options for the Board's review.

Next Meeting

The next meeting will be **December 28, 2020, via video teleconference.**

Minutes – DS moved and TL second a Motion to approve the Minutes of November 9, 2020, as written. Motion passed unanimously.

Warrants

- TL made a motion to approve Sewer Accounts Payable Warrant Report 21S09 for checks # 3466 to 3479 for a total of \$48,234.49 with DS second. Motion passed unanimously.

- TL made a motion to approve Water Accounts Payable Warrant Report 21W07 for checks # 10468 to 10477 for a total of \$13,699.36 with DS second. Motion passed unanimously.
- TL made a motion to approve Water Accounts Payable Warrant Report 21W09S to USDA for a total of \$81,405 with DS second. Motion passed unanimously.

Round Table

TB expressed his gratitude to the Board for their efforts of the past year.

Adjourned – Motion made by DS with second by TL to adjourn at 8:17 PM. Motion passed unanimously.

Thomas J. Badowski
Recording Secretary
Berlin Public Works Board